



Job Opportunity

State Controller's Office

Position: Office Assistant/Office Technician (Typing) **Statewide**

Location: Information Systems Division
300 Capitol Mall, Suite 701, Sacramento, CA 95814

Issue Date: January 20, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Rachael Rivas, 916-322-3030

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-340-1379/1139-702

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general direction of the Information Systems Division (ISD), Administrative Services Unit Staff Services Manager II, the incumbent will perform clerical tasks or independently and with a high degree of initiative performs the most difficult clerical tasks. Duties include but are not limited to: serving as Attendance Clerk for the Division; processing monthly timesheets, and resolving leave balance discrepancies; preparing, processing, and tracking employee hire/separation packages; processing benefit forms for employees; preparing documents, letters, and reports for signature; and performing office support services in the absence of the Executive Office and Reception Office support staff.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

**** DUTIES PERFORMED WILL BE COMMENSURATE WITH LEVEL HIRED ****

- Serves as Attendance Clerk for the Division; processes monthly timesheets; maintains leave balance data for the Division staff; reconciles timesheets with official leave balance records and assists employees in resolving discrepancies. Prepares and distributes weekly status reports from the automated time reporting system.
- Prepares, processes, and tracks the status of employee hiring and separation packages and maintains an automated tracking system for a variety of personnel documents.
- Distributes benefit information to employees; processes various benefit change forms; coordinates annual open benefit enrollment for the Division; and assists staff in resolving benefit issues.
- Prepares documents, letters, and reports for signature; develops and prepares charts, graphs, and forms for use in reports and presentations.
- Performs office support services for the division's Executive Office and Reception Office in the absence of their support staff.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Performs a variety of office support services including sorting and distributing mail and periodic operation and routine maintenance of the division copy and fax machines.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office
Information Systems Division
300 Capitol Mall, Suite 701
Sacramento, CA 95814

Attn: Rachael Rivas - Reference 06-067 (Candidate must indicate this Reference # on their resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD. 678.)